




# TRAINEESHIPS IN OPERATIONS

-  **Deadline: 24 February 2025**
-  **Location: Turin, Italy**
-  **Ref: ETF/TRA/25/02**

## Who we are

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The European Training Foundation (ETF) is the EU agency that helps transition and developing countries harness the potential of their human capital through the reform of education, training, and labour market systems, in the context of EU external relations policies.

We support 28 countries bordering the EU to improve their vocational education and training systems, analyse skills needs, and develop their labour markets. By doing so, we help them to improve social cohesion and achieve more sustainable economic growth, which in turn benefits EU Member States and their citizens by improving economic relations.

We collaborate on a country-specific, as well as multi-country basis, building frameworks for continuity in policy and promoting the design of evidence-based policy and implementation. We frequently operate in uncertain and, at times, unstable contexts. Yet we are one of the few agencies called on by successive governments with changing policy priorities, because of our reputation for independent, high-quality work and positive engagement.

**Ready to take your first step towards an exciting career? Join our traineeship programme and be part of a team that's passionate about making a difference. We believe in EU values, collaboration and positive change!**

## Your role

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We are seeking to establish a reserve list of young, motivated professionals keen to develop their skills by contributing to the ETF's operational units.

The ETF's three operational units are:

- the Human Capital Development Intelligence Unit (INT) focuses on data collection, analysis, monitoring, system performance, quality assurance, global education, artificial intelligence, and collaboration with social partners.
- the Human Capital Development Policy Advice Unit (PAU) focuses on the delivery of policy advice in the domain of human capital development. It is the reference unit for the digital transition, teachers and trainers, vocational excellence, work-based learning and career guidance, investments and financing of skills, support to Ukraine, fragile environments and providing policy advice and coordinating EU assistance in different contexts including in Central Asia.
- the Knowledge Hub for Skills and Jobs Unit (KNOW) develops and disseminates new knowledge, ensures quality assurance, and engages thematic networks, with priorities in transition from school to work, adult learning, green transition, inclusion, qualifications, migration and the future of skills.

You will work in an international, hybrid environment. Liaising with a broad range of stakeholders, your traineeship will involve assisting with thematic / country-focused actions and using your skills to assist with the implementation of ETF activities.

You will have the opportunity to further develop your technical skills by:

- assisting in the development of methodological tools to apply knowledge in the following areas: innovative teaching and learning, active labour market policies, youth, gender equality, skills for green, work-based learning, teachers and trainers, digital and fair transition, and other policy dimensions of human capital development
- collection, analysis and interpretation of quantitative and qualitative data and information
- supporting knowledge generation activities in the area of human capital development
- participating in the organisation of conferences, webinars and seminars to contribute to the sharing of knowledge and good practice
- assisting in the planning, implementation and organisation of ETF actions
- helping to engage stakeholders, especially youth organisations

In addition, you will have the opportunity to further develop your soft skills, in particular by:

- working in a multi-cultural environment
- working in teams
- exchanging information, knowledge and experience, learning from others, receiving and giving feedback
- improving organisational and time management skills

By the end of the traineeship, you will have gained significant knowledge of the European Union, its institutions, policies and programmes, mostly in the context of human capital development, and in particular education, training and labour market in a development context.

## Skills and knowledge and values

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**We are looking for candidates who have:**

### Technical skills and knowledge

- a relevant education background in e.g. social sciences, political sciences, economics, education, psychology
- very good digital skills
- knowledge of and/or experience with:
  - statistical databases
  - gathering, analysing and presenting data and evidence
  - development and use of methodological tools to generate new knowledge
- organisation of meetings and workshops
- stakeholder and network engagement

### Soft skills

- an open mindset with a drive for personal and professional growth
- enthusiasm and motivation
- commitment to EU values

## Assets

- practical education, training or work experience in countries with transition or development economies
- good knowledge of French, Russian or Arabic (level B2 as per CEFRL)
- basic understanding of human capital development in the context of countries outside the EU

## ETF values and expected behaviour

- accountability for actions
- innovation and creativity
- integrity and respect
- service orientation
- teamwork and collaboration

## Your application

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Your application, preferably in English, must include:

- cover letter: one page maximum, saved as “Surname Name CL”
- curriculum vitae: in [Europass](#) format, saved as “Surname Name CV”

**Submit your application through the ETF website by navigating to the “about us” and then “recruitment” sections. Ensure that you complete your submission by the closing date of 24 February 2025 at 24.00 (Turin time).**

Important: Submit your application as early as possible. The ETF is not liable for delays caused by internet traffic, connectivity issues or other technical problems.

**Only applications that are complete, properly named, submitted online through the ETF website, and within the deadline will be considered.**

## Selection process

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### Board

The work and deliberations of the managers hosting the traineeship and/or delegated staff members (board) are strictly confidential and no contact is allowed. Contacting them constitutes grounds for disqualification from the procedure.

### Four consecutive phases

#### Phase 1 – Screening of applications against eligibility criteria

To be considered eligible, you must meet these criteria by the application deadline:

- 1 nationality: Be a national of an EU Member State or [a country where the ETF works, excluding Belarus](#)
- 2 have recently completed (within the last 3 years) by the closing date for applications, a university degree of at least 3 years
- 3 have a satisfactory knowledge of English, at least level B2 in all dimensions as per the Common European Framework of Reference for Languages (CEFRL)

- 4 have not benefited from any kind of traineeship or in-service training (formal or informal, paid, or unpaid) or any kind of employment (including work as an interim, consultant or expert) within a European institution, body, or agency

Applications meeting all formal requirements under the “Your application” and eligibility criteria sections move to the next phase. Documents proving eligibility will be requested to selected candidates and assessed before start of the traineeship.

#### Phase 2 – Short listing of applications: selection for interviews

The board will assess the applications based on the section “Skills and knowledge and values”. The most appropriate candidates will be invited to an interview. Only short-listed candidates will be contacted by the selection team. This is expected to take place in [February/March 2025](#).

#### Phase 3 – Interviews

The board will assess the candidates’ skills, knowledge, assets and values required for the position through an interview. The interview will be conducted mainly in English and will be organised remotely.

Upon completion of this phase, the board will present a proposal for a reserve list of the most suitable candidates, based on their skills, knowledge and assets and values to the ETF Director.

This phase is expected to take place in [March 2025](#).

#### Phase 4 – Establishment of a reserve list

Having assessed the proposal made by the board, the ETF Director will establish the reserve list of candidates considered the most suitable for the traineeship.

The list will be valid until the launch of the next call. Inclusion in the list does not guarantee a traineeship.

## What we offer

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**Traineeship duration:** six months, renewable once for up to six months (12 months in total)

**Expected starting date:** as of April 2025

**Maintenance grant:** € 1,300 / month, net

Disabled trainees may receive a supplement to their grant up to a maximum of 50% of its value

**Travel expenses:** financial contribution at the beginning and end of the traineeship if your place of residence is at least 200 km away from the ETF

## Our agency

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At the ETF, we celebrate [diversity and inclusion](#), and you'll work in a dynamic, multicultural environment where you can interact with people from all over Europe and beyond. With staff members representing over 25 different nationalities, we're committed to creating an inclusive workplace where everyone feels valued, respected, and supported. We believe that no matter your gender, age, race, religion, sexual orientation, identity, or disability, [you have something unique](#) to offer our team.

Our [collaborative approach](#) means that you'll work in teams with both internal and external stakeholders, bringing your experience to the table and counting on mutual support. We're dedicated

to integrity and accountability, and we promote innovation and creativity by exploring new ideas, concepts, and trends.

We're committed to helping you [unleash your full potential](#). You will be working under the supervision of a tutor. Your tutor is committed to help you grow both personally and professionally. You will also have access to induction programmes, Italian language course as well as internal knowledge sharing sessions.

At the ETF, we understand the importance of [work-life balance](#). We offer flexible working arrangements, including remote work. Our premises include also canteen, gym and meditation rooms.

Our location in Turin offers an array of [cultural and entertainment opportunities](#), from art galleries and restaurants to opera houses and parks. Plus, with the Alps and the Mediterranean just a stone's throw away, you'll have plenty of options for [exciting weekend getaways](#).

## Additional information

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The ETF is committed to accommodating the needs of applicants and selected candidates who may need reasonable adjustments. If you have a disability, please inform us at [recruitment@etf.europa.eu](mailto:recruitment@etf.europa.eu) and specify the arrangements or adjustments you may need to participate equally in the selection procedure. We may ask you to provide a certificate or a note from the competent authority (e.g. a medical certificate) confirming your condition.

Documents provided during the selection procedure will not be returned to candidates but kept on file at the ETF for as long as necessary and then destroyed.

EU legislation on personal data protection and confidentiality applies. More information is available in the [privacy statement](#) on our website.

Candidates who consider that their interests have been prejudiced by any decision related to the procedure can lodge a complaint following the instructions available on the [ETF website](#).